

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

**Position Title and Series Code:** Protocol Assistant, FSN 120

**Open to:** All Interested Candidates - All sources

**Vacancy Opening Date:** March 09, 2017

**Vacancy Closing Date:** March 22, 2017

**Work Hours:** Full-time; 40 hours/week

## **Basic Function of Position:**

The employee performs a wide range of protocol-related duties in preparing guest lists and invitations for official functions, prepares diplomatic notes in English and French and maintains a chronological log/file, drafts letters for the Ambassador's signature in response to requests for assistance, prepares and maintains a database of key government officials, translates documents from French to English and English to French and assists in arranging for appointments and courtesy calls for the Ambassador and high-level visitors.

## **Major Duties and Responsibilities:**

1. Prepares all diplomatic notes and maintains a chronological log/ of incoming and outgoing diplomatic notes. 15%
2. Prepares invitations and guest lists for all representational events hosted by the Ambassador. 15%
3. Assists Executive Office and other sections in arranging official appointments and responding to invitations. 13%
4. Drafts letters for the Ambassador's signature in response to requests for meetings, assistance, etc. 12%
5. Prepares and maintains a contact list of key government officials and the diplomatic corps for the Embassy. 10%

6. Uses knowledge of Gabonese society and protocol regulations to provide the Ambassador and other Embassy officials with advice on meeting attendance, official correspondence, etc. 10%
7. Assists Embassy control officers in arranging Ambassador's and DCM's in country travel, appointments and courtesy calls. 10%
8. Coordinates with CMR staff and control officers to ensure residence is in order for representational events. 5%
9. Uses knowledge of Gabonese officials and personalities to help introduce the Ambassador at large functions. 5%
10. Serves as back up to the Embassy Translator when on leave and during heavy workload periods. 5%

### **Qualifications Required for Effective Performance:**

#### **Education:**

A degree from a higher secondary school is required.

#### **Prior Work Experience:**

Minimum of three years of prior experience as Protocol Assistant or Public Assistant or Administrative Assistant in an international organization or large company is required.

#### **Post Entry Training:**

Incumbent should have post-entry training in Microsoft Office applications, such as Word, Excel, and Publisher, and protocol softwares.

#### **Language Proficiency: List both English and host country language(s) by level and specialization.**

Level IV (fluent) in both English and French is required. This will be tested.

#### **Job Knowledge:**

Excellent working knowledge of the Gabon Government, traditional Gabon customs, differing Gabonese geographic/cultural locations, politics in business and the international community. Must be computer literate in MS Word and MS Excel.

#### **Skills and Abilities:**

Good typing speed (60 wpm) and word processing (both the English and French keyboards) and secretarial skills such as telephone use and record keeping is required and will be tested. Must be tactful and diplomatic in communicating with

middle level and high level government officials. Must have excellent interpersonal and communication skills (written and spoken). Must pay close attention to detail and be able to follow instructions carefully. Must show initiative and be resourceful.

**Position Elements:**

**Supervision Received**

Reports directly to the Ambassador's Office Management Specialist (OMS).

**Supervision Exercised**

None

**Available Guidelines**

Established practice and manuals on protocol.

**Exercise of Judgment**

Exercises a high element of judgment in handling phone calls to the Ambassador, in determining work priorities in protocol matters, in arranging appointment schedules.

**Authority to Make Commitments**

In consultation with the Ambassador's OMS, may commit Ambassador to certain meetings and functions.

**Nature, Level and Purpose of Contacts**

Mid to high-level contacts with Ministries, other facilitating contacts between mission officers and Gabonese and other non-Americans.

**Time Required to Perform Full Range of Duties after Entry into the Position**

6 months